

Washington County

Job Description



Title:	Certified Appraiser	Code:	
Division:	Real Property	Effective Date:	07/08
Department:	Assessor	Last Revised:	03/18/13
Career Service:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **full performance level complex technical duties** encompassing the complete valuation process from discovery to defense of value; performs inspection, classification, appraisal and valuation of countywide real property for ad valorem purposes, using industry accepted methods, while observing the highest standards of professional ethics.

SUPERVISION RECEIVED

Works under the general supervision of the Appraisal Team Leader and/or Chief Appraiser.

SUPERVISION EXERCISED

May provide direct to general supervision to Appraisal Apprentice and other department appraisers by assignment or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs the inspection, classification, valuation and appraisal of real property including residential, vacant, unimproved and agricultural properties; completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings or offer testimony in court as needed.

Determines valuations of varied types of real property; compiles and maintains catalogues of valuations; performs sales/assessment ratio studies; derives replacement costs of structures by entry and computation and by itemization and valuation of component parts; ascertains significant variation from standards; develops computerized cost standards, utilizes computer models programmed with building characteristics to develop cost approach to value; inspects and appraises a wide variety of property, i.e., residential, raw land, farms, barns, out buildings, etc.; makes appraisal decisions for complex property.

Participates in ongoing equalization and appraisal efforts of residential and rural properties; surveys county building activity for new construction or improvements assessing quality, condition and functional design.

Records appraisal information on standardized report forms in order to determine ad valorem value of property; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value; reviews appraisal decision for appraisal consistency to assure equity between property owners; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards.

Travels through designated areas being alert to new construction and land development; researches building permits records, sales and leases, plat and tax rolls; locates new property developments, contacts property owners to arrange for appraisals; utilizes county CAMA system, document storage and digital imagery; USPAP approved appraisal methodology.

Coordinates with County GIS staff, monitors segregations and combinations of properties; collects, evaluates and prepares sales for local sales ratio study; monitors MLS information; evaluates computerized appraisals to verify accuracy; monitors computer data and programs related to property valuation and appraisal.

May assist in conducting "greenbelt" valuations; locates and analyzes changes in land use and makes appropriate adjustments in property appraisals; applies market, cost or income approach to determine property values; computes rollback taxes and issues rollback tax notice to property owners.

Responds to questions from property owners related to the evaluation and assessment of property; enters property values as needed; recalculates market values when current sales prove a need for updating files.

Assists in processing residential exemption applications and home owner questionnaires; receives and logs building permit information and schedules appraisal of property; rotates as "appraiser on duty" (AOD) and provides technical assistance to the general public.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Must hold an Associate degree, or higher, from an accredited college or university.

AND

B. Three (3) years of progressively responsible experience performing above or related duties.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property (income approach); computer assisted property appraisal; State of Utah property tax policy; Farmland Assessment Act; valuation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; physical attributes of Washington County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills. **Working knowledge of** statistics, computer modeling, blue print reading; drafting principles and terminology; county geography; basic principles of supervision.

Skill in operating a variety of tools and equipment, i.e., digital cameras, drafting instruments; measuring devices; video equipment, etc.

Ability to analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales/assessment ratio studies; visually observe the details of property and arrive at a accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; interpret, develop and analyze cost manual used in appraisal of property.

3. Special Qualifications:

Must possess designation as a Certified Residential Appraiser by the Utah State Department of Commerce, Division of Real Estate. Must maintain certification through completion of bi-annual, State approved continuing education. Must obtain designation as an Ad Valorem Appraiser by the Utah State Tax Commission within 6 months of attaining the position. Must possess a valid Utah driver license.

Must comply with the Uniform Standards of Professional Appraisal Practice (USPAP).

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.